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26 July 1954

MEMORANDUM FOR: Assistant Director for Personnel

SUBJECT: Questions for Consideration at Career Service
Conference on 3 August 1954

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Pursuant to CIA Notice [REDACTED] dated 12 July 1954, the following questions are submitted by Office of the Comptroller personnel for consideration at subject conference:

1. What effect does the Preferential Treatment of Career Service Employees have on CIA Employees who have permanent Civil Service status, in the event of a reduction in force?
2. What recognition does the Career Service afford to employees with many years of satisfactory service with other Government Agencies and who have not completed three years with the Agency?
3. When will Applications for Membership be ready for distribution? Is there any objection to eligible employees requesting an application if they have not received official notification of their eligibility within a reasonable time following date of eligibility?
4. What are the qualifications necessary to become a member of the Career Staff other than the three year provisional period; i.e., by what criteria will acceptance of an employee into Career Service be determined?
5. Can a person who wishes to make a career with the Agency and who expressed a willingness to serve anywhere be considered for the Career Staff even though the Medical Office will not approve sending him overseas?
6. Is the Fitness Report to replace the Personnel Evaluation Report?

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7. Will the new Group Life and Group Health insurance be made applicable to all CIA employees or only to CIA Career Staff Employees?
8. What is age limit for applying for Career Service Designation?
9. Is it compulsory that each employee serve the waiting period before he can receive a promotion. If so, will Personnel police it?
10. What consideration is given to information furnished in Items 9, 14, 15 and 16 of Form No. 37-151, Personnel Evaluation Report, in carrying out the policy on Promotion, as set forth in [REDACTED]
11. What are the basic advantages to be acquired by staff employees and staff agents as a result of their being selected for the Career Staff? It is provided in [REDACTED] paragraph 3.a. that such personnel will be afforded "preferential consideration for job security and special training as well as benefits and facilities now or hereafter provided for members of the Career Staff." It would be helpful if some more specific indication were furnished as to the present and anticipated benefits to be derived from membership in the Career Staff.
12. Is there or is it the intention to establish in the near future an Agency wide policy for overseas tours of duty?
13. If the laws mentioned in paragraph 3A is the same law as the one mentioned in 3D, what preferential consideration will be given to career employees in regard to job security, promotions; and reduction in force causing demotions or separations?
14. Paragraph 3B - What interests and personal circumstances will be considered?
15. Will a person who is willing to go O/S and is physically unfit be classed in the same category as a person who refused to go O/S?

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16. Can a non-career employee be demoted in order not to restrict the advancement of a career employee?

F. R. SAUNDERS
Comptroller